

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

Supreme Court Law Library

**Library Assistant I
Position # 0007**

Under the direction of the Supreme Court Librarian, the Library Assistant will provide support and assistance to court personnel and library patrons in an administrative assistant role. Typical duties will include the following: answering directional and routine reference questions and referring others as needed; processing books and materials received by the library; labeling and date-stamping as well as processing books and materials received by the library. This will include logging, sorting and distributing materials as well as integrating new materials into the library collection; maintaining library materials, including filing loose leaf updates, packet parts, and shelving books and reference materials; tracking overdue library books and corresponding with patrons regarding these items. Other duties may include composing and editing correspondence; data entry; typing and word processing; ordering and stocking supplies and equipment; reviewing and processing forms and other documents; operating office equipment such as copiers, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; and other related duties as assigned. **This position is located in Carson City, Nevada.**

Education and Experience: High School Diploma or equivalent education and 1 year of clerical experience which includes one or more of the following areas: maintaining records; answering telephones; reviewing forms, documents and other written materials; **OR** 6 months as an Administrative Aid in Nevada State Service; **OR** an equivalent combination of education and experience. **Previous library experience a plus.**

Maximum Salary: \$27,895, employee/employer paid retirement.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: library@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, August 2, 2013. Applications received after 5:00 p.m., will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.